Catalog Shopping in eVA

Catalog shopping means that a buyer selects items from one or more supplier catalogs available in eVA. Items fall into one of two categories:

Catalog Items

This includes a list of items provided by a supplier, that are "built in" to eVA.

Punchout Items

This includes items the supplier makes available by connecting their website to eVA, so buyers are 'punching out' to that site.

The predominant type of shopping is through catalogs; therefore, it is important to know the catalog shopping process in eVA. The process comprises the following key actions by the buyer.

Browse Catalog Items on the SEARCH PRODUCTS page:

The buyer first searches for the desired product name. A filter criterion can also be applied by Keywords, Small, Woman- and Minority-owned business (SWaM), Commodity, Sub-Commodity, Contract, Supplier, Favorite Suppliers, Status, Display Options, Non-Approved Items, Generic Only, Punchout Only, Kits, and Product Characteristics.
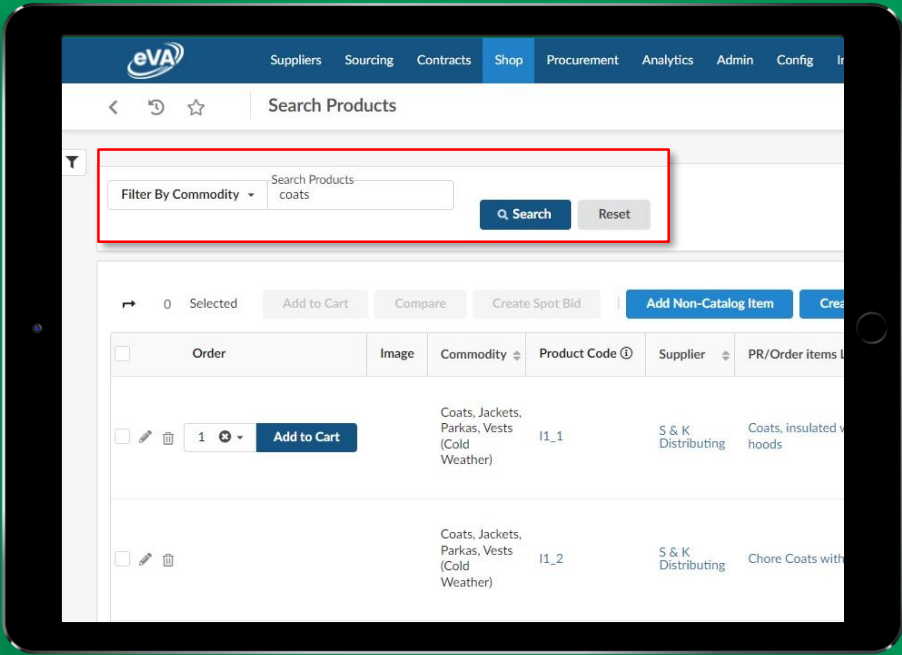
From the list that appears, the buyer can add the desired product (with quantity) to their cart and checkout. Note that this list can show products from multiple suppliers. Alternatively, the buyer can select multiple products to compare before checkout.
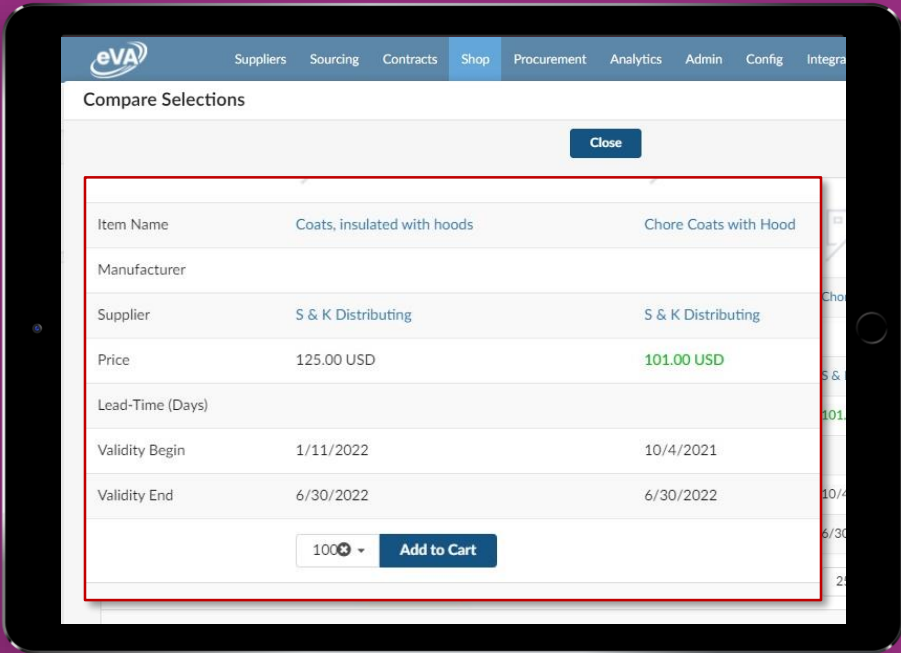
Compare Catalog Items
on the
COMPARE SELECTIONS page:

If the buyer has selected multiple products, they are allowed to view and compare details such as item name, manufacturer, supplier, price, lead time in days, and validity. Then, they can add the desired product to their cart and checkout.

Check Out Catalog Items
on the
CHECKOUT page:

After entering the required information for the order, the buyer can proceed to checkout. This will take them to the requisition, which they can then submit for approval. Alternatively, they can return to catalog shopping to add more products.